

11 January 2006

Financial Management

CREDIT CARD OPERATING INSTRUCTION

This instruction prescribes the procedures for the use of the Pennsylvania Wing credit cards that are issued to certain headquarters staff persons. This instruction does not change the requirements in CAPR 173-2 concerning prior authorization to expend wing funds and PAWG Supplement 1 CAPR 173-2.

1. The Wing Commander has authorized use of the Pennsylvania Wing credit cards listed for the following wing staff officers subject to the credit limits per billing cycle shown below for each card without prior notification to the EX or FM:
  - a. Gas Card
    - i. Wing Commander -- \$1,000.00
    - ii. Wing Vice Commander -- \$1,000.00
    - iii. Wing Chief of Staff -- \$1,000.00
    - iv. Wing Director of Operations -- \$1,000.00
    - v. Wing Executive Director -- \$1,000.00
    - vi. Wing Finance Officer -- \$1,000.00
  - b. Bank Business Credit Card
    - i. Wing Commander -- \$3,500.00
    - ii. Wing Vice Commander -- \$2,000.00
    - iii. Wing Chief of Staff -- \$2,000.00
    - iv. Wing Director of Operations -- \$2,000.00
    - v. Wing Logistic Maintenance Officer -- \$3,000.00
    - vi. Wing Executive Director -- \$3,500.00
    - vii. Wing Finance Officer -- \$3,000.00
    - viii. Wing Admin Officer -- \$1,000.00
    - ix. Wing Special Trips Coordinator -- \$1,000.00
  - c. Sam's Club Card
    - i. Wing Executive Director -- \$3,000
    - ii. Wing Finance Officer -- \$3,000.00
    - iii. Wing Logistic Food Officer -- \$1,000.00
  - d. Home Depot Card
    - i. Wing Executive Director -- \$2,000.00
    - ii. Wing Finance Officer -- \$2,000.00
    - iii. Wing Ground OPS Director -- \$2,000.00
    - iv. HMRS Facilities Manager -- \$1,000.00
    - v. HMRS Logistic Officer -- \$1,000.00

2. The credit cards may be used to pay for expenditures directly related to CAP activities. The aggregated balance of each account at any one time may not exceed the credit limit shown above. Expenses must be approved in the department budgets or by the finance committee. All credit card users will abide by the procedures outlined in PAWG Supplement 1 CAPR 173-2.
3. All uses of PA Wing credit cards will be documented and reported to the EX or FM. All receipts must be turned in on a monthly basis. If a receipt has been lost or can not be obtained the submitter must include a written statement explaining the expense and that the expenses are legitimate the amounts and date. All receipts must show what the expenditure was for to facilitate posting to the correct account. Vehicle identification numbers, aircraft N numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures is a requirement. The date, vendor name, items purchased and the amount will be included on any e-mail notification in addition to the above information.
4. Any member of the Finance Committee may authorize payment for Credit Card invoices over the \$5,000.00 limit as long as the individual itemized items are within the working budget or within their limit and the person that made the charges verifies the charges are accurate.
5. Any PAWG credit card that is lost or stolen must be reported immediately to the credit card issuer, CC, VC, CS, EX or FM.
6. The PAWG credit cards will not be used for personal expenditures at any time.

OFFICIAL:

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OPR: FM

Distribution: in accordance with CAPR 5-4